

STATEMENT OF WORK

ATTACHMENT # 1

BACKGROUND AND PURPOSE:

The purpose of this procurement is to provide technical services in support of the audiovisual needs of the EPA community located in the Research Triangle Park, (RTP), NC. The primary focus of the work will be located within a 50 mile radius of RTP, NC.

SPECIFIC REQUIREMENTS:

The contractor shall furnish all labor, supervision, repair tools, materials, transportation and management necessary for the operation, maintenance and administration of government-owned audiovisual equipment. The government will provide approximately 500 square feet of space in the Environmental Research Center, (ERC), to perform the operation of the services. The government will provide approximately 353 square feet of space at the New EPA Facility to perform the operation of services once the audiovisual services have moved to the New Facility. The government will provide all furniture required for these offices. (The approximate move date is May of 2001.)

A: AUDIOVISUAL SERVICES:

The contractor shall provide audiovisual assistance and support as requested or required by the Project Officer for meetings within the EPA-RTP facilities and any other locations, within a 50 miles radius, where EPA is conducting official business. The duties shall include but not be limited to the following:

1. The contractor shall deliver, install, set-up, operate and provide routine maintenance to all government audiovisual equipment, listed in Attachment #4.
2. The contractor shall provide technical assistance to the EPA in resolving all audiovisual problems during the planning stage of meetings and conferences. In addition, the contractor shall provide assistance to correct technical difficulties that may occur during meetings, presentations, and conferences.
3. The contractor shall set-up audiovisual equipment (i.e., microphones, overhead projectors and VCR projectors).
4. The contractor shall transcribe the conferences and meetings as required using both audio and video tapes.
5. The contractor shall duplicate video tapes if required by the Project Officer..
6. The contractor shall operate the audiovisual system in the projection core, main auditorium, of the ERC, as well as the New Facility, (approximate move date May 2001).

7. The contractor shall perform all preventive maintenance, and inspections on the equipment. Preventive maintenance shall consist primarily of inspecting, cleaning, lubricating, adjusting, calibrating and minor parts and component repair, (e.g., pulleys in a tape deck, belts), as required to minimize malfunction, breakdown, and deterioration of any equipment. The repairs will be required to bring the equipment up to its original operating capacity. Should major repairs be required which are beyond the capabilities of the contractor, or should it be determined that it is not economically feasible to perform repairs on-site; the contractor shall notify the Project Officer within 3 business days and provide a justification for the repair and a recommendation of a source to accomplish the repair. The contractor shall maintain an accurate record on all equipment, including manufacturers' warranties, operation and maintenance manuals and equipment specifications.

8. The contractor shall do all things necessary to manage and operate a loan service, of all government-owned equipment, to government personnel. The contractor shall issue (loan), portable audiovisual equipment to authorized government personnel, (any government employee with a valid government ID Card/badge), by means of hand receipt; maintain a tracking system with the necessary records to track such actions; maintain an inventory control of all "loan" items; and provide storage for items when not on loan.

The Project Officer will prioritize request for the above mentioned services should conflict with scheduling occur due to limited resources.

B. Technical Support:

The contractor shall provide technical advise, recommendations and guidance to EPA as related to installation and design of new audiovisual equipment and systems. Technical advice, recommendations and guidance shall be provided upon written request by the Audiovisual Project Officer.

C. Information Systems:

1. The contractor shall input all data into the Integrated Information Systems, (IIS) located in the Environmental Research Center, Annex and Administration Building of the EPA, Research Triangle Park, NC. The data input shall include but not be limited to, weather forecasts, cafeteria menus, training information, special events, and meeting schedules. There will be no IIS in the New EPA Facility.

2. The contractor shall provide the government with recommendations on the design and improvements to the Information Integrated System, (i.e., suitable location for monitors and the necessary specifications for the systems).

3. Maintenance and Inspection of Information systems: The contractor shall perform all preventive maintenance and inspections on the systems in accordance with manufacturers'

guidelines. The contractor shall provide new or factory reconditioned parts and components when providing maintenance and repairs. All replacement components, parts and materials to be used in maintaining the equipment shall be compatible with that of the existing equipment on which it is used; shall be of equal or better quality than the original equipment specifications, and shall comply with applicable government, commercial, or industrial standards as Underwriters Laboratories Inc. If the original manufacturers have updated the quality of parts for the current production, parts supplied under this contract shall be equal or exceed the updated quality. The contractor shall perform preventive maintenance and inspections once each quarter and shall maintain the exterior surfaces of the equipment in a clean appearance. All minor equipment malfunctions must be corrected within 2 working days. The contractor shall maintain sufficient off-the-shelf parts to support and maintain the system. Should large/major repairs be required which are beyond the capabilities of the contractor or should it be determined that it is not economically feasible to perform repairs on-site, the contractor shall notify the project officer within two, (2), working days and provide justification of the damage and a recommendation of a source to accomplish the repair.

NOTE: These services shall be performed by the contractor for the base year plus two, (2), additional option periods.

D. Scheduling of Agency common rooms and furniture setups*:

1. The contractor shall provide assistance in the scheduling of EPA's common rooms using software that the government will provide to the contractor**. In addition the contractor shall provide assistance concerning the furniture arrangements for the rooms to be used. The contractor shall provide the requester a computerized sketch with the room layout so the requester can indicate the way they would like the furniture to be arranged. The contractor shall provide the Project Officer with this sketch once the requester has indicated the changes needed. The Project Officer will ensure that the furniture is setup in the manner requested.

2. The contractor shall be responsible for a physical check each day of each agency conference/video conference room, classrooms and auditorium to ascertain furniture and equipment inventory***. The contractor shall be responsible for maintaining a supply in each room of consumable items such as but not limited to, any markers, erasers and flip-charts. The government will provide the contractor such supplies for each room. A monthly written report shall be provided by the contractor to the Project Officer that provides for the accounting of such items.

*Conference room scheduling oversight will be for all EPA facilities; once the move to the New Facility is completed these services will be for the New Facility, and NHEERL Building. Once the move is complete furniture arrangements will be for the New Facility only.

****The breakdown of the common Agency rooms is as follows for the New Facility:**
Auditorium (approx. 4086 sq. ft.), three (3) Classrooms (1,030 sq ft. average each), eleven (11) Large Conference rooms (450 sq ft. average each), five (5) Small Conference rooms (225 sq ft. average each) and four (4) Video Conference rooms (420 sq ft. average each). The Auditorium and three classrooms as well as the A/V contractors' office are located in the center office area of the building. All other rooms are located throughout the building, the distance from the Audiovisual Contractors' Office to both ends of the building is between 1/10th to 2/10th of a mile. Common Agency rooms in other EPA buildings are two (2) Auditoriums (approx 800 sq ft average), three (3) classrooms (approx. 650 sq ft average), and three (3) large conference rooms (approx 480 sq ft average).

*****Any special setups, discrepancies or problems relating to the rooms shall be reported immediately to the Project Officer who will determine which actions should be taken to fix the problem.**

E. Transition:

1. Once the new EPA facility begins to be populated, approximately May 2001, the contractor shall provide audiovisual services and support within the new facility. The contractor shall provide audiovisual services and support to all EPA facilities up to and including the date in which such facilities are completely vacated or until it is determined that such services are not required.
2. The contractor shall move physically the central operations of the Audiovisual Department into the new EPA facility two,(2), weeks prior to the ERC building being vacated.
3. The contractor shall provide limited audiovisual services and support in accordance with Section A comments 1-8, Section B, Section C and Section D of this document, to the ERC building once the central operations of the Audiovisual Department have moved into the new facility. These services will be terminated once the ERC building is totally vacated.